

**REPORT OF PERFORMANCE FOR
PROBATIONARY EMPLOYEE
(For Performance Based Budget Agencies)**

STD. 636A (NEW. 6-96)

**RATER--Before marking this report, read
instructions on the back. Do not use Item 9 for
Bargaining Units 12 and 13.**

☐ FIRST
☐ SECOND
☐ THIRD

NAME (Last)	First	Initial)	SOCIAL SECURITY NUMBER	REPORT DATE
CIVIL SERVICE TITLE			POSITION NUMBER	DATE PROBATION ENDS
DEPARTMENT NAME		DIVISION/UNIT	EMPLOYEE'S HEADQUARTERS	

YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN PERMANENT CIVIL SERVICE STATUS

QUALIFICATION FACTORS	RATINGS ARE INDICATED BY "X" MARKS			
	UNACCEPTABLE	IMPROVEMENT NEEDED	STANDARD	OUTSTANDING
1. SKILL --Expertness in doing specific tasks; accuracy; precision, completeness, neatness, quantity.				
2. KNOWLEDGE --Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamental object matter.				
3. WORK HABITS --Organization of work; care of equipment, punctuality and dependability; industry; follows good practices or vehicle and personal safety.				
4. RELATIONSHIPS WITH PEOPLE --Ability to get along with others; effectiveness in dealing with the public, other employees, patients or inmates.				
5. LEARNING ABILITY --Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.				
6. ATTITUDE --Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.				
7. ABILITY AS A SUPERVISOR --Proficiency in training employees and planning, organizing, assigning and getting out work; leadership; understanding of and effectiveness in implementing departmental and SPB personnel management policies including equal employment opportunity and affirmative action.				
8. ADMINISTRATIVE ABILITY --Promptness of action; soundness of decision; application of good management practices; understanding of and effectiveness in implementing departmental and SPB personnel management policies including equal employment opportunity and affirmative action.				
9. QUALITY SERVICE AND CUSTOMER SATISFACTION COMMITMENTS --Consider the extent to which the employee is polite, prompt, and helpful; has a positive outlook; willingness to be responsive to customers' needs; promotes innovative solutions in the application of policies and procedures to the extent possible; gives clear and complete information; welcomes feedback; seeks guidance as necessary and strives to customer service excellence.				
10. FACTORS NOT LISTED ABOVE (Use additional sheets if more space is needed)				
OVER-ALL RATING --The over-all rating must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the over-all rating.				

COMMENTS TO EMPLOYEE--(Supervisor should include factual examples on work especially well or poorly done and give suggestions as to how performance can be improved. Factor and over-all ratings of unacceptable and over-all ratings of outstanding must be substantiated. Use additional sheets if more space is needed).

Rater discussed report with employee ☐ YES ☐ NO

☐ Check here if additional sheets are attached

I recommend you be granted permanent civil service status. (To be checked only on Final Report. If the probationer is rejected, notification must be given as prescribed by Government Code Section 19173.)

☐ YES ☐ NO

RATER'S SIGNATURE	TITLE	DATE SIGNED
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In signing this report I do not necessarily agree with the conclusions of the rater.

EMPLOYEE'S SIGNATURE	DATE SIGNED	<input type="checkbox"/> I would like to discuss this report with the reviewing officer.
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I concur in the ratings given by the rater. I have made no change in this report.

REVIEWING OFFICERS SIGNATURE	DATE SIGNED	AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON
		DATE INITIALS

RATING THE QUALIFICATIONS OF A PROBATIONARY EMPLOYEE

(INFORMATION FOR RATERS, REVIEWERS, AND APPOINTING AUTHORITIES)

PURPOSE OF THE RATING

This is a progress report to the employee. In addition to letting the employee know how well he/she is doing his/her job, and helping the employee orient his/her efforts, it should be helpful to supervisors in:

- (a) Making careful analysis of the employee's work.
- (b) Making work assignments that will be to the best advantage of the employee and the organization.
- (c) Determining the additional training needs of the employee.
- (d) Determining whether the employee should be granted permanent status.

DOING THE RATING

Soon after he/she comes to work, the probationer should be given a sample copy of this report and told of the standards of performance upon which his/her qualifications will be rated.

A Report of Performance may be prepared at any time during the probationary period. A report must be prepared for each probationary employee within ten days after the end of each one-third portion of his/her probationary period. If the employee is rejected during probation a final report may be prepared at that time.

Each department designates the Raters. Usually the immediate supervisor does the rating. Two or more supervisors may prepare the report together. All Raters sign the report. The Rater gives the employee his/her copy, and discusses it with the employee.

Only the qualification factors necessary for success in doing the duties of the position are rated. At least five factors must be rated. The examples listed after each factor are for illustration and explanation. They do not include every element that may properly be considered in rating the factor.

A person appointed with civil service status is presumed to have an initial over-all performance rating of Standard. Thereafter, changes in his/her level of performance are shown by the Report of Performance. Probationary employees are rated on those factors that are of greatest significance in predicting success in the work, and on progress toward fully competent performance.

The ratings are defined as follows:

OUTSTANDING--Performance on the job indicates qualifications are definitely superior--performance by the end of the probationary period can be expected to be well above the standard required of a competent permanent employee in that job. (If the over-all rating is Outstanding, the Rater must give a written statement of factual substantiation for the rating. General statements such as "Outstanding in skill and knowledge" are not acceptable.)

STANDARD--Performance on the job indicates qualifications are thoroughly satisfactory--performance by the end of the probationary period can be expected to be up to, or somewhat above the standard required of a competent permanent employee in that job.

SHORT OF STANDARD--Performance on the job indicates qualifications are somewhat inadequate--to reach the standard required of a competent permanent employee by the end of the probationary period, greater effort or training is needed.

UNACCEPTABLE--Performance on the job indicates qualifications are very inadequate--special training, reassignment, or rejection may be advisable. (Any factor or over-all rating of Unacceptable must be substantiated by the Rater's written statement of specific reasons for each such rating.)

COMMENTS--Minimum requirements as to the use of comments to support Outstanding or Unacceptable ratings are explained above. Agencies may establish additional requirements. Comments should be made on any aspect of the employee's performance which has a significant influence on his/her effectiveness. Suggestions which may help the employee improve his/her performance should be made. They should be specific, and not merely refer to previous discussion or comments on previous reports.

EMPLOYEE DISCUSSION--Constructive discussion with an employee regarding his/her work performance and progress is an essential element of good supervision. The Report of Performance interview provides an excellent opportunity to review with the employee problems relating to his/her work, answer his/her questions, explain departmental or unit objectives or plans, and to develop better supervisor-employer understanding.

THE REVIEWING OFFICER

The responsibilities of the Reviewing Officer include:

1. Keeping uniformity in the application of standards by the raters under his/her direction.
2. Securing corrective action when bias or a misinterpretation of rating standards is evidenced in ratings.
3. Making sure reports are thoroughly and promptly prepared.
4. Discussing the report with the Rater or employee when requested, or otherwise appropriate.
5. Checking the statements made in support of Unacceptable or Outstanding to be that the reasons are specific, substantial and accurate.

The Reviewing Officer may discuss a report with the Rater and employee, but cannot change the report. If the Reviewing Officer recommends changes with which the Rater agrees, the Rater either makes the changes or prepares a new report. The changes are not valid unless the employee is notified and the changes are re-recorded on the employee's copy of the report.

If the Rater and the Reviewing Officer do not reach agreement, the matter is forwarded to the head of the department for decision. The department head may designate a different Rater and/or Reviewing Officer. The official report as finally effective must be signed by at least two persons who have been designated officially as the "Rater" and "Reviewing Officer," and who agree on all statements and ratings made in the report.

The Reviewing Officer signs the reports in which he/she concurs. All signed reports are transmitted as directed by the department. General reviews are made by administrative officials to see whether results in different units of the agency are logical and consistent.

FILING OF REPORTS

Each agency files reports within the agency in the manner prescribed by the appointing authority of that agency. A report should be retained for three years if there is indication of punitive action.

RATER--Before marking this report, read instructions on back of last copy.

DISTRIBUTION Copies: 1--Departmental Files 2--Employee 3--Supervisor 4--Miscellaneous